

Chapter 1 Concepts

OVERVIEW	1-2
Installation Approvers (BAPV)	1-2
Approval Records (PAPV)	1-4
Approval Summary (PASM)	1-5
Approval Detail Hold Table (PHLD)	1-5
Terminology	1-6
Key Concepts	1-8
Overview	1-8
Types of Approvals	1-8
Installation Approvers	1-8
Approval Record	1-8
Approval Summary	1-8
Management	1-8
Discussion of Transactions	1-9
Installation Approvers (BAPV)	1-9
Inquiry of Installation Approvers	1-10
Approval Record (PAPV)	1-10
Approval Summary (PASM)	1-11
Inquiry of Approval Records	1-12

OVERVIEW

Installation Approvers (BAPV)

The purposes of the Installation Approvers record(s) are:

- ! To identify an agency's approval requirements
- ! To identify the type of approval
- ! To identify the category of approval
- ! To identify the relative sequence of approval
- ! To identify the authorized approver(s) of a specific type and category of approval

When a circumstance in AGPS requires an approval, AGPS will examine the Installation Approval Table and determine if there are any approvers in the table for that approval type, category and approval agency. If approvers exist, AGPS will use these approvers to build an approval record(s) and associate them to the document being processed. These approval records must then be approved for that document to process to the next stage. Approvals may be generated at any stage of processing within AGPS.

The stages found in AGPS processing are:

- ! **Requisition (Pre-encumbrance).** Circumstances within the requisition process may initiate an approval requirement.

Agency Approval: The requisitioning agency may require agency level approvals for entry of a requisition, etc.

Commodity Approval: An approval of purchase for a specific commodity may be required, e.g., purchase of computer equipment, etc.

Contract Release Approval: An approval of purchase above a specific dollar limit for a contract release may be required.

Commodity Threshold Approval: An approval of purchase for a specific commodity above a pre set limit may be required, e.g., purchase of computer equipment greater than \$500.00., etc.

Financing Approval: An approval of purchase which will be financed may be required.

Object Approval: An approval of the object code used for a requisition action may require approval before processing to purchasing.

Requisitioning Agency Threshold Approval: An approval of purchase for a by a specific requisitioning agency above a pre set limit may be required.

- ! **Pre-Solicitation (Purchasing).** Once a requisition has been processed to purchasing additional approvals may be required.

Document Processing Limits: A requisition /solicitation may require the approval of a buyer, buyer supervisor, unit supervisor, etc. based on document type and/or dollar limit, etc.

- ! **Pre-Award (Solicitation/Bid Processing).** To issue a solicitation, to amend a solicitation after issuance, to re-bid a solicitation, to prepare a bid for award that does not meet all of the bid criteria, to allow an award above an agency's delegated purchasing authority, etc., all may require some form of approval action.

Buyer Processing Limits: A buyer may require approval to process a solicitation based on document type and/or dollar limit.

Solicitation Amendment: Based on dollar limits a solicitation may require approval to process an amendment.

Processing of Bids: An approval may be required for award of tie bids, alternate bids, other than low bid, etc.

Delegated Authority Processing Limits: An approval may be required for an award that is above an agency's delegated authority limit.

- ! **Post Award (Order Processing).** An order entered directly into the order database or any changes to purchase order approvals may be required.

Agency Approval: The requisitioning agency may require agency level approvals for entry of a requisition, etc.

Commodity Approval: An approval of purchase for a specific commodity may be required, e.g., purchase of computer equipment, etc.

Contract Release Approval: An approval of purchase above a specific dollar limit for a contract release may be required.

Commodity Threshold Approval: An approval of purchase for a specific commodity above a pre set limit may be required, e.g., purchase of computer equipment greater than \$500.00, etc.

Delegated Authority Processing Limits: An approval may be required for an order that is above an agency's delegated authority limit.

Financing Approval: An approval of purchase which will be financed may be required.

Object Approval: An approval of the object code used for a requisition action may require approval before processing to purchasing.

Requisitioning Agency Threshold Approval: An approval of purchase for a by a specific requisitioning agency above a pre set limit may be required.

! **Receipt.** For the receipt of items entered into AGPS approvals may be required.

Commodity Receipt Approval: The commodity item being received may require approval.

Commodity Inspection Approval: An approval may be required to verify the inspection of items received in AGPS, e.g. vehicle inspection, etc.

! **Payment.** For payments being processed in AGPS approvals may be required.

Agency Payment Approval: The requisitioning agency may require agency level approvals before payments are released to the financial system.

Commodity Payment Approval: A commodity item being paid for may require approval.

Financial Paying Agency Approval: An approval may be required if the Paying Agency is different from the requisitioning agency.

Approval Records (PAPV)

The purposes of the Approval record(s) are:

- ! To process an agency's approval requirements
- ! To control processing flow of a document through AGPS
- ! To manually identify an agency's approval requirements
- ! To manually identify the type of approval
- ! To manually identify the category of approval
- ! To manually identify the relative sequence of approval

- ! To manually identify the authorized approver of a specific type and category of approval

When a circumstance requires a manual approval, the user will manually add the approval record using valid approval type, category, approval agency, etc. These approval records must then be approved for that document to process to the next stage. Approvals may be manually generated at any stage of processing within AGPS (See Installation Approvers above).

Approval Summary (PASM)

The purposes of the Approval Summary record(s) are:

- ! To process an agency's approval requirements
- ! To control processing flow of a document through AGPS
- ! To review approval document header information
- ! To review approval document commodity line information
- ! To review approval document accounting distribution information

When a circumstance requires review of an approval, the user may use PASM to review approval document header information, commodity line information and accounting distribution information prior to approval. These approval records must then be approved for that document to process to the next stage.

Approval Detail Hold Table (PHLD)

The purpose of the Approval Detail Hold Table is as follows:

- ! To process system generated approvals in proper sequence (order) as established by the Installation Approval Sequence Table (BAPR).

This table is used to hold approval record(s) generated by the system during processing of each stage requisition, pre-solicitation, pre-award, post award order, post award contract, receiving, invoicing and payment. Approvals are established in the table in the order dictated by BAPR. Then when a specific status code change occurs on the controlling document, approval records are moved to the User Approval Detail table (PAPV) in the sequence in which created in PHLD.

Terminology

The following terms are used throughout this unit:

Alternates. An alternate is another person other than the primary approver that may approve a record built from the Installation Approver's record for which that alternate is identified and status is active.

Approval Agency. An approval agency is the agency for which the approval is established, and where the approver and identified alternate(s) is assigned.

Approval Category. An approval category is an identifier to further define the type of approval. For example, if an approval type is 'CA' (commodity), an approval category of 'COMPUT' would further define that commodity approval as a 'commodity approval for computer equipment'.

Approval Sequence. The approval sequence is a 'relative position' in a chain of approvals. For example, if the approval type 'CA' for an approval agency existed with sequences of '01', '02', '03', etc., when the 'CA' approvals are built for that agency sequence '01' will be first in order followed by sequence '02', '03' etc.

Approval Status. Approval status is a code used to identify an approval record's status and is additionally used by the system for inquiry of approval records. Status will indicate if the record is awaiting approval, approved, no action taken, disapproved or canceled.

Approval Type. The approval type identifies the type of approval for which an approver will be identified. For example, 'AA' is for an agency approval, 'CA' may be for a commodity approval, etc.

Approver of Rcd (record). The Approver of Record is the User ID of the user that has approved the approval record.

Approver Status. Approver status is a code used to identify a record as active or inactive. It may also perform the additional function of identifying a person within a record as active/inactive as in the Installation Approver record (BAPV). In the BAPV transaction there is a status code for the primary approver and each alternate. If the primary approver status is inactive, that approver record may not be used to generate an approval record. However, if the primary approver status is active but an alternate is inactive, an approval record may be generated from that approver record but that alternate will not be able to approve (process) the approval record.

Authorization (Auth). This is a flag (Y/N) used to indicate if certain transactions can be allowed (authorized) for a particular user. The authorization flag is found in the BAAT Table record for that user.

Maintaining Agency. This is the agency responsible for maintenance of the Installation Approvers record.

Primary Approver. The primary approver is that person who is ultimately responsible for approving any approval record created for that approval type, category and agency. Normally this person is assigned within the approval agency, but may be assigned elsewhere.

Key Concepts

Overview	Electronic approvals processing is another of the key fundamental components of any automated purchasing process. In AGPS the electronic approvals emulate the manual approval system found with non-automated purchasing and ordering. If a document needs to be approved, it is reviewed and approved or disapproved electronically by the person with that responsibility.
Types of Approvals	AGPS breaks the purchasing process down into seven stages as follows: requisition (pre-encumbrance) stage, pre-solicitation (purchasing) stage, pre-award (solicitation/bid processing) stage, post-award (order processing) stage, post-award (contract processing) stage, receipt stage, and payment stage. Approvals are established for each stage based on the price of the commodity, kind of commodity, requisition organization, contract release order/order amount, delegated purchase authority, buyer assigned, or special (whim) situation.
Installation Approvers	AGPS uses the data in the installation approver record to automatically generate required approvals. The automatic approvals are based on predetermined logic existing in various programs. For example, if an individual is to approve all automobile purchases, that approval will be entered on the commodity records for automobiles, and an approver record established for the person. When an automobile is requested, the person is automatically shown as an approver for the requisition. Approver records are sequenced in the manner they are to appear on the requisition or order.
Approval Record	Approval records are built by AGPS based upon the information it has. Approval records may also be manually added. Approvals are granted or denied using the approval records. A person should check AGPS periodically to determine if records await their approval.
Approval Summary	Approval Summary records are built by AGPS based upon the information it has. Approval Summary record associated document header, commodity line and accounting distribution information may also be reviewed with this transaction prior to approval. Approvals are granted or denied using the approval records. A person should check AGPS periodically to determine if records await their approval.
Management	The electronic approvals process is the means to implement management controls. Approvals are table driven and as such may be implemented or rescinded as necessary. All approvers should periodically check AGPS for those documents awaiting approval.

**Discussion of
Transactions****Installation
Approvers
(BAPV)**

With the Installation Approver record you will record all required data for generation of required approvals within AGPS. It is necessary to insure that all data entered is valid for use by the AGPS processes to determine if an approval is required, then generate that approval. Other AGPS tables that may be used to verify data are as follows.

Field...	Table...
Alternates	BAAT Table for User ID/Password and verification of access/maintenance for the approval agency.
Approval Agency	AGCY Table for valid agency code and active status.
Approval Category	BTAB Table 'CG' for valid category.
Approval Type	BTAB Table 'IA' for valid type.
Authorization	BAAT Table for Function Line User ID (USER) for valid authorization, universal or specific for BAPV processing.
Maintaining Agency	AGCY Table for valid agency code and active status.
Primary Approver	BAAT Table for User ID/Password and verification of access/maintenance for the approval agency.
Status	BTAB Table 'IS' for valid status.

In processing the Installation Approver record, if an invalid entry is made, AGPS will display appropriate error messages at the bottom of the screen. When an error message is displayed you will have to clear the error condition before being permitted to process further. Upon completion of a successful process AGPS will display 'UPDATE SUCCESSFUL' at the bottom of the transaction screen.

Alternates will have individual status that may be activated/inactivated as desired. When inactive it prevents that approver from processing an approval record generated from that

Installation Approvers record. However, this may be overcome by the primary approver (record) status. If the primary approver status is inactive, an approval may not be generated from that Installation Approver record nor may any approver, primary/alternate, identified on that record process an approval previously generated from that Installation Approvers record.

Inquiry of Installation Approvers

The Installation Approver records may be viewed by use of various inquiry screens available within AGPS. Inquiry screens for Installation Approver records is as follows.

BAL1 - Installation Approvals by Alternate Approver 1.

BAL2 - Installation Approvals by Alternate Approver 2.

BAL3 - Installation Approvals by Alternate Approver 3.

BAPI - Installation Approvals Index.

BAPP - Installation Approvals by Primary Approver.

Approval Record (PAPV)

With the Approval record you may manually add required approval records for control of document flow and process of required approvals within AGPS. It is necessary to insure that all data entered is valid for use by the AGPS approval process. Other AGPS tables that may be used to verify data are as follows.

Field...	Table...
Approval Category	Must be a valid entry in BTAB Table CG. If Approval Type is AA, category must be a valid and active agency in the AGCY Table.
Approval Seq	User entry for manual add and must be greater than 70.
Approval Type	Must be valid entry in BTAB Table IA.
Approve/Disapprove	Leave blank on ADD. Allowed entries for change are A (Approve) or D (Disapprove).
Approver	Must be valid User ID in BAAT Table with access and maintenance for entered Approvers AGCY.
Approvers AGCY	Must be a valid and active agency in the AGCY Table.

Authorization	Authorization must be valid authorization for current User ID related BAAT Table record (Universal Auth/PAPV Auth).
Disapproval Reasons	Must be valid entry in BTAB Table RD.
Document	Document number must be valid and active record in RQSN, SDOC, ORDR or KONT.
Suffix	When combined with document, must be key to a valid and active record in SAMD, OCHG, KCHG, OREC, OINV, or OPAY.

Invalid entries or out of sequence processing of approvals will result in display of appropriate error messages by AGPS preventing inappropriate processing of record and related document.

Approval Summary (PASM)

With the Approval record, you may process required approvals within AGPS. It is necessary to insure that all data entered is valid for use by the AGPS approval process. Other AGPS tables that may be used to verify data are as follows.

Field...	Table...
Document	Document number must be valid and active record in RQSN, SDOC, ORDR or KONT.
Suffix	When combined with document, must be key to a valid and active record in SAMD, OCHG, KCHG, OREC, OINV, or OPAY.
(Approval) Seq	Must be valid numeric sequence number for approval.
App Type	Must be valid entry in BTAB Table IA.
App Cat	Must be a valid entry in BTAB Table CG. If Approval Type is AA, category must be a valid and active agency in the AGCY Table.
Approve/Disapprove	Allowed entries for change are A (Approve) or D (Disapprove).
Disapp Reason	Must be valid entry in BTAB Table RD.

Invalid entries or out of sequence processing of approvals will result in display of appropriate error messages by AGPS preventing inappropriate processing of record and related document.

Inquiry of Approval Records

The Approval records may be viewed by use of various inquiry screens available within AGPS. Inquiry screens for Approval records is as follows.

PAPI - User Approval Index.

PAPL - Document Approvals Commodity Lines Inquiry.

PAPS - Document Approvals Status Inquiry.